

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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SHERYL L. SPILLER
Acting Director



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July 2, 2012

TO: Each Supervisor

FROM: 
Sheryl L. Spiller, Acting Director

**SUBJECT: EXECUTION OF THE TEMPORARY SECRETARIAL/CLERICAL
SUPPORT SERVICES CONTRACTS**

This is to inform the Board that Board-delegated authority was invoked to execute the Temporary Secretarial/Clerical Support Services Contracts between the County of Los Angeles and the Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Agency and Future Personnel Agency, Inc. dba Top Tempo as stipulated in the Board letter adopted by the Board on May 29, 2012. These new contracts are effective July 1, 2012 through June 30, 2015.

Under the contract, DPSS procures temporary secretarial/clerical support services on an as-needed basis, not to exceed 90 days, to manage emergencies, the timely completion of special projects, and provides temporary assistance during peak loads and projects of short duration without the addition of permanent staff.

If you have any questions or require additional information, please contact me at (562) 908-8383, or your staff may contact Michelle Callahan, Assistant Director, at (562) 908-8622.

SLS:loh

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer